# **Case Recordation Duration of Plans Report**

**Menu Option**: Pub CR Duration of Plans

**Purpose**: The Duration of Plans Reports provides plan operations, mine plan management, an error list of action codes without a document number, and information on the bonds filed for casetype 380210.

**Selection Criteria**: The criteria input for the report is found in the Internal Case Recordation Reports menu grouping from the Reporting Application.

The report criteria are set up under two groupings:

New Format Serial Entry	provides fields for the Geo State, Land Office, Prefix, Serial Number, and suffix
Other Query Parameters	provides a variety of selection options including Admin State, Geo State, Admin Agency, Case Type, Case Disposition, District and/or Resource Area, County, Meridian, Township and Range, Mer/Twp/Rng Multiple Sections, Disposition Date, Action Date and Customer Name can be used to request Serial Register Pages for this report

**Serial Number Format:** The format for entering case recordation serial numbers is as follows.

Geo state	Land Office	Prefix	Serial Number	Suffix
2 characters	4 characters	1 number	6 numbers	2 characters/numbers

Use zero (0) in Number field only; elsewhere use Spaces.

#### Procedure:

## Select Criteria Grouping:

Select **CR Duration of Plans** from the reporting menu.

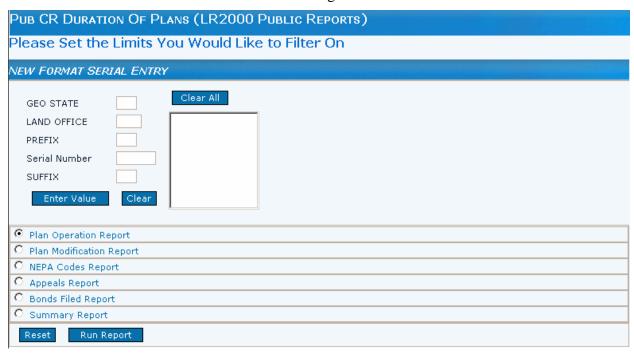
PUB CR DURATION OF PLANS (LR2000 PUBLIC REPORTS)	
Please Choose Which Criteria You Would Like to Filter On	
New Format Serial Entry	
Other Query Parameters	
Select Criteria	

Note: Criteria identification procedures for each grouping are provided under headings in the order that they appear in the radio button list.

# **New Format Serial Entry**

- 1. Click the New Format Serial Number radio button to identify the serial numbers by entering the code for each unit within the number.
- 2. Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification.



## Identify Report Criteria:

Enter the serial number in the appropriate spaces.

- 3. Enter the two-character **Geo State** in the first field.
- 4. Enter the two-character **Land Office** in the second field,
- 5. Enter the 4-character **Prefix**, if applicable.
- 6. Enter the 6-numeral **Serial Number**, supplying zeros in any unused positions.
- 7. Enter the 2-alpha numeric code for the **Suffix**.
- 8. Click **Enter Value** to validate the entry of the serial number.

If an error was made on entry, click OK and fix the field that is identified in the error box.

If the entries are valid, click OK to add the number to the list box.

## Select Report Format:

O Plan Operation Report
O Plan Modification Report
O NEPA Codes Report
O Appeals Report
O Bonds Filed Report
O Summary Report
Reset Run Report

9. Select the report format for the initial display of the report.

#### **Process Report:**

10. Click **Run Report** or click **I am a 508 User** to display the report in ihtml that JAWS® can use to assist the user.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.

11. Click **OK** to confirm the report criteria.

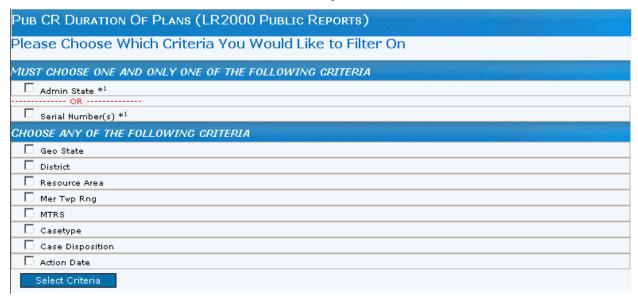
When the processing is complete, the report will appear in the report frame.

## **Other Query Parameters**

Click the Other Query Parameters radio button to create the report based on information associated with the serial numbers.

Click **Select Criteria** to specify search criteria values.

Selection of this radio button enables the following criteria identification to run SRPs.



- 1. Click to select one of the required criteria groups that are separated by the --OR-- lines.
- 2. Click to place a checkmark by the optional criteria you want to include in the search.
- 3. Click **Select Criteria** to specify search criteria values.

Pub CR Duration Of Plans (LR2000 Public Reports)
Please Set the Limits You Would Like to Filter On
OTHER QUERY PARAMETERS
Set Admin State
Set Geo State
Set District
Set Resource Area
Set Mer Twp Rng
Set MTRS
Set Casetype
Set Case Disposition
Set Action Date
Plan Operation Report
O Plan Modification Report
O NEPA Codes Report
C Appeals Report
C Bonds Filed Report
C Summary Report
Reset Run Report

TIP: To select multiple values for a criterion, enter each code separated by a comma in the text field or use the ALT key (for non-sequential items) or Shift key (for sequential items) and select multiple items in the list box. Click Close or click Set for another criterion to retain the search criteria.

## Identify Required Report Criteria:

- 4. Click **Set** for **Admin State** or **Serial Number(s)**.
  - For **Admin State**, type the two-letter state code in the text field or select it from the list.
  - For **Serial Numbers**, enter the exact serial number in the text field.

## Identify the Optional Information:

5. Click **Set** for **Geo State** to specify the geographic state.

If an Admin State has been selected, only the geo states associated with the admin state appear in the Geo State selection box. If the Admin State has not been selected yet, all states appear in the selection box.

Enter the two-letter state code(s) in the text field or select from the list box.

6. Click **Set** for **District**.

The values displayed in the selection box are based on the selected administrative state and geographic state codes. Enter all or part of the district code or text value OR select the BLM district from the list box

#### 7. Click **Set** for **Resource Area**.

Selection for these criteria works the same way as the District criteria.

## 8. Click **Set** for **Mer Twp Rng** or **MTRS**.

Setting these criteria is basically the same for each except that MTRS also includes the section code.

Enter the exact code for the meridian, township, range, and section (if applicable) and click the green arrow to place it in the selection box.

Enter as many codes as desired. Click Select All to use all codes as criteria

#### MTR must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range. For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

#### **MTRS** must be entered as:

2 digits for Meridian Space 5 digits for Township Space 5 digits for Range Space 3 digits for section. For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

# ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, YOU WILL NOT GET ANY DATA RETURNED.

- 9. Set **Casetype** and identify one or more case types.
- 10. Click **Set** for **Case Disposition**.

Enter the numeric case disposition code or select the desired case disposition(s).

11. Click **Set** for **Action Date** to identify the range in which the action took place.

Identify both the beginning date and the ending date.

#### Select Report Format:

Plan Operation Report
C Plan Modification Report
C NEPA Codes Report
C Appeals Report
C Bonds Filed Report
C Summary Report
Reset Run Report

12. Select the report format for the initial display of the report.

#### **Process Report:**

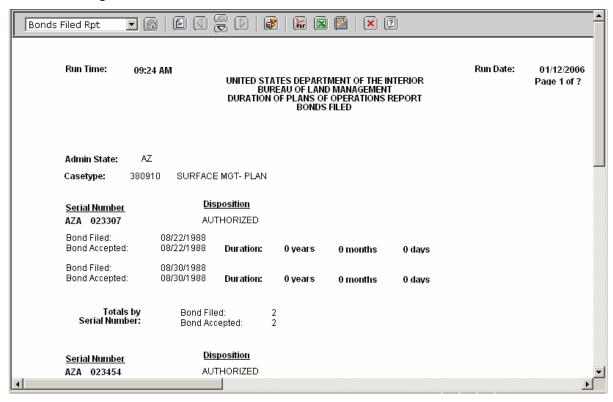
## 13. Click Run Report.

If all required criteria have not been identified, a message specifies the criteria that must be set. Click OK, identify criteria values and run the report again.

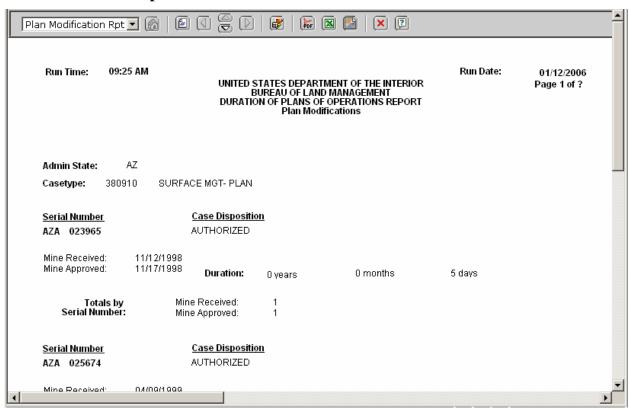
# 14. Click **OK** to confirm the report criteria.

When the processing is complete, the report will appear in the selected format.

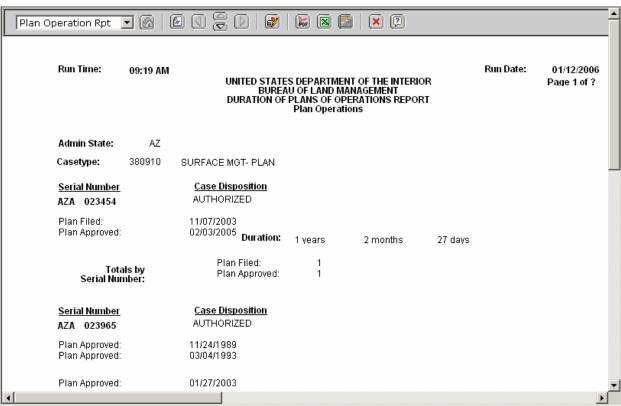
# **Bonds Filed Report**



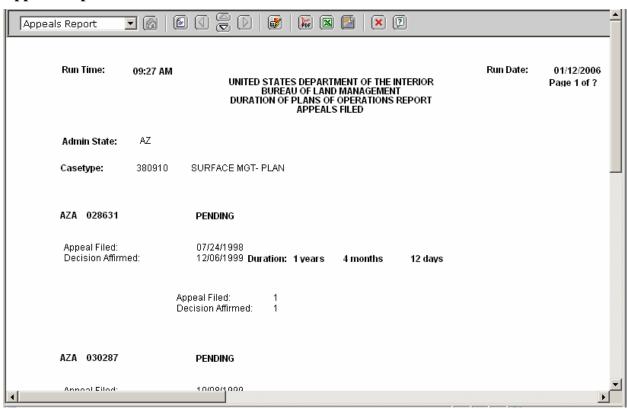
## **Plan Modification Report**



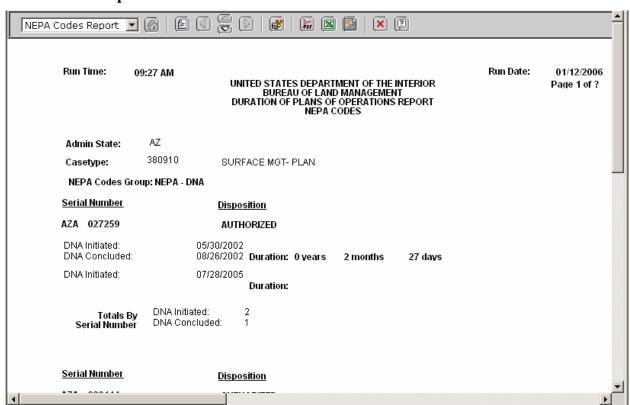
## **Plan Operation Report**



## **Appeals Report**



# **NEPA Codes Report**



## **Summary Report**

